

## 1.0 THE MAINE DEPARTMENT OF TRANSPORTATION

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### *1.1 History and Overview of MaineDOT*

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At a time when roads were the primary focus of transportation infrastructure expansion, the Maine Highway Commission constructed and maintained Maine's transportation system. An act of the Legislature created the Maine Department of Transportation (MaineDOT) in 1972. The MaineDOT today is not only responsible for the State's highways and bridges, but also for airports and aeronautics; ports and marine activity, including the State Ferry Service; railroads; public transportation; as well as bicycle and pedestrian facilities.



## ***1.2 Organization***

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The MaineDOT is a cabinet level agency that consists of several Bureaus and Offices. The following is a brief description of each Bureau and Office.

### **1.2.1 Bureau of Planning**

The Bureau of Planning is responsible for conducting systematic and comprehensive transportation planning, capital improvement program and community services activities in support of the Department's overall strategic goals and policies. The Bureau is comprised of five operating divisions; Community Services, Policy Development and Statewide Planning, Program Development, Systems Management, and Transportation Research. [See section 1.3.1](#)

### **1.2.2 Bureau of Maintenance and Operations**

This Bureau is responsible for summer and winter maintenance of State and Non-Federal aid state roads in Maine. The Bureau operates through five Regional Offices located in Presque Isle, Bangor, Rockland, Scarborough, and Dixfield. The Regional Offices provide direction and supervision to MaineDOT crews with assignments in highway maintenance, bridge maintenance, traffic operations, maintenance paving work on selected sections of highway during the summer, and other daily functions. [See section 1.3.2.](#)

### **1.2.3 Office of Passenger Transportation**

The Office of Passenger Transportation coordinates the passenger-related functions previously associated with MaineDOT's bus, vanpool, carpool, air, rail and marine transportation offices, including the Maine State Ferry Service. It also coordinates the Department's pedestrian and bicycle programs. The Office's primary responsibilities include developing public transportation solutions that are environmentally sound, cost effective and politically acceptable. [See section 1.3.3.](#)

### **1.2.4 Office of Freight Transportation**

The Office of Freight Transportation oversees Departmental initiatives that promote freight transport by highway, rail, ships and airplanes. It deals with truck issues, air freight, rail freight, marine freight, and cargo port development. In short, the Office champions greater statewide integration of freight transportation modes. [See section 1.3.4.](#)

### **1.2.5 Office of Policy and Communication (OPC)**

This Office directs public policy research and advocacy, together with Federal, State, and Local coordination on policy issues. OPC also serves as the Department's Legislative liaison, and oversees public affairs and communication with the public.

### **1.2.6 Bureau of Project Development (BPD)**

Once the budget is approved by the Legislature, the Bureau of Project Development (BPD) assumes responsibility for turning the Capital Work Program into completed construction projects. The four Program Units of the BPD carry out the tasks required to complete each individual project. The tasks include advertising for bids and other work prior to the start of construction; obtaining legal title to property on which MaineDOT plans to build projects; creating the actual engineering design for the project; conducting public meetings to discuss design and supervising the actual construction of the proposed project. [See section 1.3.6.](#)

### **1.2.7 Bureau of Finance and Administration**

This Bureau is responsible for providing administrative and financial support and services to the department including information services, accounting, budget functions, accounts payable & receivable, purchasing, supplies, reproduction & printing, library, and document management. [See section 1.3.5.](#)

### **1.2.8 Office of Human Resources**

This Office is responsible for internal and external civil rights; employee health & wellness; labor relations; and personnel and staff/organizational development. [See section 1.3.8.](#)

### **1.2.9 Environmental Office**

This Environmental Office is responsible for proactively integrating transportation and environmental objectives and innovations in the department's plans, projects and operations. The Office has several units including Surface Water Resources, Hydrology, Hazardous Waste and Groundwater, Natural Resource Identification, Wetland Mitigation, Permits and Cultural Resources, Landscaping and Project Coordination. [See section 1.3.9](#)

### **1.2.10 Office of Legal Services & Internal Audit**

This Office provides legal advice, opinions and representation in all facets of the law including eminent domain, personnel, tort, environmental, marine, rail, lease, and contract related issues. This division also assists in the promulgation of Departmental rules. The audit division conducts both internal and external audits to ensure that Departmental programs are meeting their defined goals and that contractors and consultants are in compliance with Federal and State regulations. [See section 1.3.10](#)

### **1.2.11 Safety Office**

This Office provides a consistent point of contact for safety concerns to both the traveling public and the Department. Primary responsibilities include development and coordination of the Department's Strategic Safety Plan through policy development, performance monitoring, and training efforts. [See section 1.3.11](#)

### **1.2.12 Office of Communications**

The Office of Communications is responsible for providing accurate and timely information to both the public and MaineDOT employees, and to facilitate effective communication between the department, and its stakeholders and customers. [See section 1.3.12](#)

### **1.2.13 Agreement Coordination Office**

Primary responsibilities of this office include development, training, implementation, and oversight of MaineDOT's contractual policies, procedures, and standards in the areas of Consultant Contracts, Locally Administered Projects, and State Administered Municipal Projects. [See Section 1.3.13](#)

### **1.2.14 Office of Engineering Quality & Oversight**

Primary responsibilities of this Office are to ensure that engineering and related technical work produced by MaineDOT is high quality, and that our 400 plus Engineers and Technicians have the skills and resources to produce that high quality work. [See Section 1.3.14](#)

## ***1.3 Directory of MaineDOT Bureaus***

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Please note that the names of personnel assigned to particular areas of responsibility may change, as people move on and are replaced.

### **1.3.1 Bureau of Planning**

Director: Carl A. Croce

Tel: (207) 624-3300

Assistant Director: Dale Doughty

Tel: (207) 624-3300

Primary responsibilities include (1) preparing MaineDOT's long range planning documents including the Department's Biennial Transportation Improvement Program, the Mid-Range Plan and the Long-Range Plan; (2) the collection and analysis of highway data information and systems inventory data; (3) conducting transportation planning studies; (4) research and development of materials; (5) administration of community related programs such as the Maine Local Roads Center.

<u>For Information About:</u>	<u>Contact:</u>	<u>Telephone:</u>
Long and Mid Range Plans	Martin Rooney	624-3317
Program Development (Capital Plan)	Dale Doughty/Bill Croce	624-3313
Major Studies	Ray Faucher	624-3299
CMAQ Program, Clean Air Issues	Duane Scott	624-3309
MPO Coordinator	Duane Scott	624-3309
Transportation Enhancement Program	Duane Scott	624-3309
Systems Management	Rick Dubois	624-3312
Bridge Management	James Foster	624-3267
Pavement Management	Robert Skehan	624-3304
Road Inventory & Mapping	Andrew Bickmore	624-3293
Safety Management	Gerry Audibert	624-3315
Transportation Analysis	Ed Hanscom	624-3300
Adopt-A-Highway	Pete Coughlan	624-3270
Highway Classification	Pete Coughlan/Fred Hutchinson	624-3270
Maine Local Roads Center	Pete Coughlan/Jerry Douglass	624-3270
Municipal Salt/Sand Buildings	Pete Coughlan	624-3270
Urban Rural Initiative Program	Fred Hutchinson	624-3270
Research	Dale Peabody	624-3305

Divisions:

Community Services  
Policy Development & Statewide Planning  
Program Development  
Systems Management  
Transportation Research

### **1.3.2 Bureau of Maintenance and Operations**

Director: Roger Gobeil

Tel: (207) 624-3600

Assistant Director: Mike Burns

Tel: (207) 624-3600

Responsible for highway and bridge maintenance, and traffic control devices and signs. Duties are carried out primarily through five Regional Offices statewide. Because Regional Offices have primary authority/responsibility over activities in their area, most questions can be handled at that level.

<u>For Information About:</u>	<u>Contact:</u>	<u>Telephone:</u>
Highway stats., traffic counts/data, crash records	Debbie Morgan	(207) 624-3606
Junkyard Regulations DEP		(207)287-2651 or 2654
Official Business Directional Signs and other Roadside Signs	Bob Sinclair	(207) 624-3611

Traffic Engineering		
Traffic Signal Design and		
Review of Engineering Plans	Bruce Ibarguen	(207) 624-3620

Entrance & Driveway location/relocation	Regional Office
Collector road construction projects	Regional Office
Maintenance improvement schedules	Regional Office
Roadside rest areas	Regional Office
Winter road conditions	Regional Office, 511, or website

Review of Development Projects	
generating $\geq 100$ trips at peak hour	Regional Traffic Engineer
Speed Limits	Regional Traffic Engineer

Regions:

Bridge Maintenance  
 Highway Maintenance  
 Motor Transport Services  
 Radio Operations  
 Traffic Engineering

### 1.3.3 Office of Passenger Transportation

Director: Ronald Roy	Tel: (207) 624-3250
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The Office of Passenger Transportation coordinates the passenger-related functions previously associated with MaineDOT's bus, vanpool, carpool, air, rail and marine transportation offices, including the Maine State Ferry Service. It also coordinates the Department's pedestrian and bicycle programs. The Office's primary responsibilities include developing transportation alternatives that are environmentally sound, cost effective and politically acceptable.

<u>For Information About:</u>	<u>Contact:</u>	<u>Telephone:</u>
Air Transportation	Russ Charette	(207) 624-3238
Ferries	Jim MacLeod	(207) 596-2243
Public Transportation	Barbara Donovan	(207) 624-3245
Multimodal/Administration	Barbara Donovan	(207) 624-3245
Non-Motorized Transportation (Bicycles & Pedestrians)	John Balicki	(207) 624-3252
Passenger Rail	Nate Moulton	(207) 624-3563
Planning & Development	Russ Charette	(207) 624-3238

### 1.3.4 Office of Freight Transportation

Director: Robert D. Elder	Tel: (207) 624-3560
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The Office of Freight Transportation oversees Departmental initiatives that promote freight transport by highway, rail, ships and airplanes. It deals with truck issues, air freight, rail freight, marine freight, and cargo port development. In short, the Office champions greater statewide integration of freight transportation modes.

<u>For Information About:</u>	<u>Contact:</u>	<u>Telephone:</u>
Air Freight	Kim King	(207) 624-3566
Cargo Ports	Brian Nutter	(207) 624-3564
Rail/Freight Intermodal	Nate Moulton	(207) 624-3563
Motor Carriers	Tim Bolton	(207) 624-3559
Navigation/Pilotage	Brian Nutter	(207) 624-3564
Small Harbors/Dredging	Kevin Rousseau	(207) 624-3565

### **1.3.5 Office of Policy and Communications**

Director: Greg Nadeau

Tel: (207) 624-3010

This office directs public policy research and advocacy, together with Federal, State, and Local coordination on policy issues. OPC also serves as the Department's Legislative liaison, and oversees public affairs and communication with the public.

### **1.3.6 Bureau of Project Development**

Director: Kenneth Sweeney

Tel: (207) 624-3400

Assistant Director: Dave Bernhardt

(207) 624-3400

<u>For Information About:</u>	<u>Contact:</u>	<u>Telephone:</u>
Bridge projects	Jim Tukey	(207) 624-3490
Capital Resources and Performance	David Nicholas	(207) 624-3410
Highway location and survey issues	William Pulver	(207) 624-3550
Interstate and other Urban and Arterial		
Highway Projects	Jerry Casey	(207) 624-3480
Multimodal projects	Russell Spinney	(207) 624-3420
Project advertising and contracting		
Specifications	Scott Bickford	(207) 624-3430
Regional Projects, including		
overlays, collector roads	Jeff Adams	(207) 624-3470
Rural Road Initiative Program (RRI)		
Testing and Materials	Bruce Yeaton	(207) 624-3470

#### Divisions:

Bridge Program



Contracts and Specifications  
Material Testing and Exploration  
Multimodal Program  
Property Office  
Regional Program  
Urban & Arterial Highway Program

### **1.3.7 Bureau of Finance and Administration**

Director: Gregory Shea

Tel: (207) 624-3200

In addition to various internal functions, this Bureau is responsible for the sale of:

- construction plans;
- contract documents;
- standard highway specifications
- aircraft registrations.

Divisions:

Administrative Services  
Financial Services  
Information Services

### **1.3.8 Office of Human Resources**

Director: Alica Kellogg

Tel: (207) 624-3050

Primary responsibilities include coordinating external and internal civil rights; health and wellness issues; programs and policies in the areas of labor relations, and staff/organizational development.

For Information About:

Telephone:

Americans with Disabilities Act – Ann Twombly  
Environmental Justice – Christy Cross

(207) 624-3050

Divisions:

Civil Rights  
Health and Wellness  
Labor Relations  
Personnel  
Staff/Organizational Development

### **1.3.9 Environmental Office**



Director: Kathleen B. Fuller

Tel: (207) 624-3100

For Information About:

Contact:

Telephone:

Scenic Byways Program	Robert LaRoche	624-3107
Community Gateways Program	Kent Cooper	624-3085
Roadside Vegetation Management & Landscaping	Robert LaRoche	624-3107
Erosion & Sedimentation Control BMP's and Stormwater Management	Peter Newkirk	624-3072
Fish Passage Policy	Richard Bostwick	624-3079
Fish Passage Design Guide	Charles Hebson	624-3073
Surface Water Quality Protection Program	Zack Henderson	624-3080
Environmental Management Systems	Chris Olson	624-3082
Historic Resources	David Gardner	624-3105

### **1.3.10 Office of Legal Services & Audit**

Director: James E. Smith, Esq.

(207) 624-3020

Manager of Audit: Richard Alessandro

Provides legal advice, opinions and representation in all facets of the law including eminent domain, personnel, tort, environmental, marine, rail, lease, and contract related issues. This division also assists in the promulgation of Departmental rules. The audit division conducts both internal and external audits to ensure that Departmental programs are meeting their defined goals and that contractors and consultants are in compliance with Federal and State regulations.

### **1.3.11 Safety Office**

Director: Bradford Foley

Tel: (207) 624-3359

This Office provides a consistent point of contact for safety concerns to both the traveling public and the Department. Primary responsibilities include development and coordination of the Department's Strategic Safety Plan through policy development, performance monitoring, and training efforts.

Management Areas:

Occupational Safety  
Operational Safety  
Performance Analysis  
Planning

### **1.3.12 Office of Communication**

Director: Herb Thomson

Tel: (207) 624-3030

The Office of Communications provides mapping, hearing plans, photography, audio/visual support, and desktop-publishing services for the department; manages the MaineDOT Internet and Intranet websites; responds to news media inquiries; and oversees production and distribution of news releases, informational materials, brochures, signage, public service messages, public events, surveys, and other communications products and activities. The Office also helps to determine internal communications needs, and to develop communications policies and programs, including coordination, production, and distribution of information to employees.

Divisions:

Hearing Plans Section

Mapping and Media Services Section

Public Information Section

Webmaster

### **1.3.13 Agreement Coordination Office**

Agreement Resource Coordinator: Gale Lizzotte

Tel: (207) 624-3529

Local Project Coordinator: Steve Harris

(207) 624-3329

Primary responsibilities of this office include development, training, implementation, and oversight of MaineDOT's contractual policies, procedures, and standards in the areas of Consultant Contracts, Locally Administered Projects, and State Administered Municipal Projects.

Areas of Coordination:

Consultant Contracts

Locally Administered Projects

MaineDOT Administered Municipal Projects

### **1.3.14 Office of Engineering Quality & Oversight**

Assistant to the Chief Engineer: Chip Getchell, P.E.

Tel: (207) 624-3016

Technical Support: Jackie Guimond

(207) 624-3017

Primary responsibilities of this Office are to ensure that engineering and related technical work produced by MaineDOT is high quality, and that our 400 plus Engineers and Technicians have the skills and resources to produce the high quality work.

Management Areas:

Constructability Reviews

Design Exceptions

Engineering Policies, Standards, and Best Practices

Engineering Support for the Executive Office.

Technical Training and Orientation Programs

Value Engineering

## ***1.4 Regional Offices of Bureau of Maintenance and Operations***

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### **Southern Region:**

Region 1, P.O. Box 358 (Pleasant Hill Rd.), Scarborough, Maine 04070-0358  
Contact: Marc Guimont, Regional Manager Tel: (207) 885-7000  
David Sherlock, Regional Engineer  
Randy Dunton, Traffic Engineer

### **Mid Coast Region:**

Region 2, P.O. Box 556 (143 Rankin Street), Rockland, Maine 04841  
Contact: Rhonda Waterman, Regional Manager Tel: (207) 596-2230  
Aurele “Sonny” Gorneau, Regional Engineer  
Dave Allen, Traffic Engineer

### **Western Region:**

Region 3, P.O. Box 817, (U.S. Route 2), Dixfield, Maine 04224  
Contact: Norm Haggan, Regional Manager Tel: (207) 562-4228  
Mark Hume, Regional Engineer  
Brian Keezer, Traffic Engineer

### **Eastern Region:**

Region 4, P.O. Box 1208 (219 Hogan Rd.), Bangor, Maine 04401  
Contact: Jerry Waldo, Regional Manager Tel: (207) 941-4500  
Terry Hannan, Regional Engineer  
Redington “Red” Robbins, Traffic Engineer

### **Northern Region:**

Region 5, P.O. Box 1178 (Rice Street), Presque Isle, Maine 04769  
Contact: Galen Costigan, Regional Manager Tel: (207) 764-2060  
Brent Bubar, Regional Engineer  
Jim McGinnis, Traffic Engineer

# Maine Department of Transportation Maintenance Regions

## Maine Department of Transportation Regional Offices Contact Information

### Southern Region – Region 1

P.O. Box 358  
Pleasant Hill Road  
Scarborough, ME 04070 0358  
885 7000

Regional Manager – Marc Guimont

### Mid Coast Region – Region 2

P.O. Box 566  
143 Rankin Street  
Rockland, ME 04841  
596 2230

Regional Manager – Rhonda Waterman

### Western Region – Region 3

P.O. Box 817  
Route 2  
Dixfield, ME 04224  
562 4228

Regional Manager – Norm Haggan

### Eastern Region – Region 4

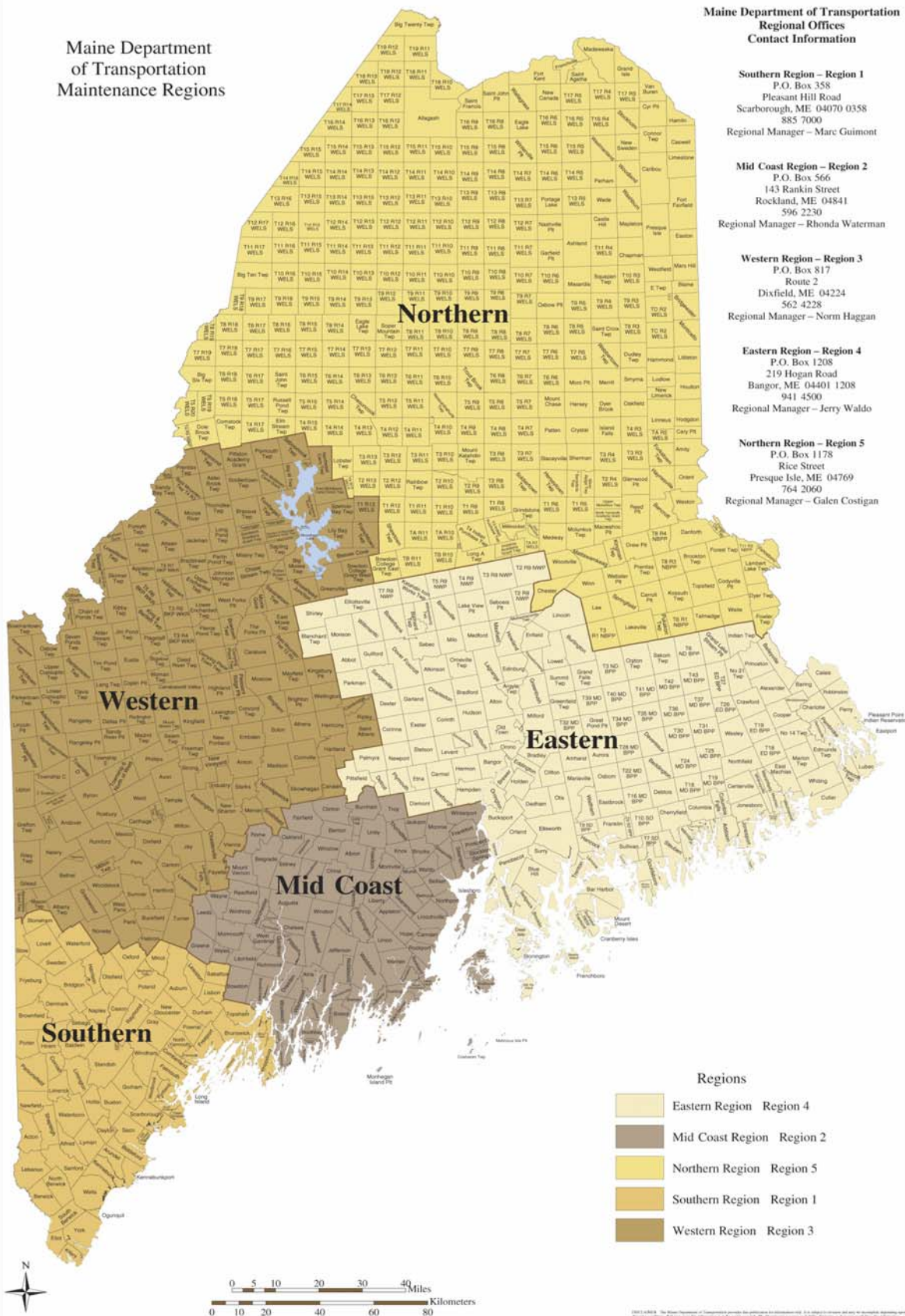
P.O. Box 1208  
219 Hogan Road  
Bangor, ME 04401 1208  
941 4500

Regional Manager – Jerry Waldo

### Northern Region – Region 5

P.O. Box 1178  
Rice Street  
Presque Isle, ME 04769  
764 2060

Regional Manager – Galen Costigan



## **1.5 Planning, Public Participation, and Project**

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The "Sensible Transportation Policy Act (STPA)," approved by Maine voters in 1991 required MaineDOT to establish a public participation process that is effective, timely, and efficient. The Regional Transportation Advisory Committee (RTAC) process, created by the Transportation Policy Advisory Committee & STPA Rule, played an integral role in facilitating a higher degree of public participation during the formulation of transportation policy than ever before. While this method has worked well and served its purpose for more than a decade, MaineDOT has expanded upon the committee's success by broadening the scope of our public outreach and involvement process in 2004. To this end, MaineDOT has partnered with Regional Planning and Development Organizations (RPO's) to develop public outreach strategies that:

- are tailored specifically to their region
- are consistent with the requirements of the STPA
- encourage stronger regional partnerships
- increase grassroots and local government involvement
- provide opportunities for interested former RTAC members to participate, and
- develop a more consistent statewide approach.

RPO's are organized to represent each of Maine's Economic Development Districts (EDD's). They have the expertise to develop broad based regional goals and integrate transportation planning with land use planning and economic development. RPO's are empowered to collect and summarize information from citizens, municipalities and regional stakeholders in order to make recommendations on regional and statewide needs and priorities to MaineDOT. They must develop public involvement plans that are approved by MaineDOT, are consistent with the STPA, that broadly and fairly represent the region as a whole, and that provide opportunities for input from the general public, local officials, Metropolitan Planning Organizations, and regional stakeholders. RPO's must update/maintain their public involvement plan on an annual basis to ensure it meets the character of their region. They may utilize a number of tools for public outreach. These may include (but are not limited to) public forums, surveys, open house meetings, and the use of various committees.

At the request of MaineDOT, RPO's coordinate the development of Regional Transportation Needs Assessments. RPO's must solicit direct input from the public and regional stakeholders on transportation, land use and economic development priorities in their region, and synthesize that information into Regional Needs Assessments for consideration in MaineDOT's Long-Range Plan and the EDD's Comprehensive Economic Development Strategy.

MaineDOT primarily utilizes two planning documents: The Long-Range Plan (formerly the 20 Year Plan) outlines overall transportation, demographic and socioeconomic trends, and sets goals and guidelines for MaineDOT to pursue. The Mid-Range Plan (formerly the 6 Year Plan) is the Department's primary allocation and capital planning document. This document is financially constrained listing projects designated for completion over the next three biennia. The plan is updated every other year. Top priorities are

transferred from the Mid-Range Plan to the Capital Work Plan (formerly the Biennial Transportation Improvement Program, or BTIP). At the same time, an additional two years worth of improvement projects are incorporated into the Mid-Range Plan. This process allows the prioritization of projects over a 6 year time frame, and also serves as an effective conduit for projects to be placed in the Capital Work Plan. The Mid-Range Plan also becomes a useful tool for municipal capital planning. The Capital Work Plan is a state document giving a snapshot of all projects and their prospective funding sources. The Legislature utilizes the Capital Work Plan as a reference tool while approving MaineDOT's budget. The Bureau of Project Development (BPD) assumes responsibility for turning the Capital Work Plan into completed projects once MaineDOT's budget is approved. When a highway or bridge project is completed, the Bureau of Maintenance and Operations (M&O) becomes responsible for the project's maintenance and preservation.

The Capital Work Plan must be consistent with the Federally required Statewide Transportation Improvement Plan (STIP). The STIP is a multi-year, multimodal program of transportation projects consistent with all other transportation plans developed within the State. The STIP has a three year life and must be consistent with the Federal Surface Transportation Program (STP).

Municipalities and interested citizens can insure a greater degree of involvement in the transportation planning process by coordinating with their RPO's, attending or participating in scheduled RPO events and expressing their viewpoint during the public comment portion of meetings. RPO's are required to make available frequent and adequate notice of meetings and agendas to interested citizens, stakeholders and municipalities in Maine.

For more information on the public involvement process and how to get involved, contact the Regional Manager within your location. See section 1.4. Additional information can also be obtained from the RPO's. [See section 3.1.1.](#)

### **1.5.1 Metropolitan Planning Organizations (MPO's)**

The Federal Highway Act requires that a Metropolitan Planning Organization (MPO) be designated for each urbanized area defined by the U.S. Census. The designation is based on population density. The MPO is responsible for insuring that the urbanized area has a continuing, cooperative, and comprehensive transportation planning process. The process must result in plans and programs that consider all transportation modes and support metropolitan community development and social goals. These plans and programs must lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods. MPO's must coordinate with the MaineDOT when planning projects in urbanized areas.

There are presently four MPO's in the State of Maine: Androscoggin Transportation Resource Center (ATRC); Bangor Area Comprehensive Transportation Study

(BACTS), Kittery Area Comprehensive Transportation Study (KACTS); and Portland Area Comprehensive Transportation Study (PACTS). The MPO's consist of municipal and state officials who serve on policy, planning and/or technical committees. The committees meet on a regular basis to establish priorities and allocate specific categories of federal transportation related funds to the area.

The passage of federal authorizing legislation (ISTEA and TEA 21) in 1991 and 1998 has increased and strengthened the transportation planning process. Responsibilities of the MPO's include:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and nonmotorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

For more information on Metropolitan Planning Organizations in Maine, call MaineDOT's MPO Coordinator, at (207) 624-3300 or contact any of the following:

<b>ATRC:</b>	Don Craig, Director - 783-9186 - E-mail: <a href="mailto:dcraig@avcog.org">dcraig@avcog.org</a>
<b>BACTS:</b>	Rob Kenerson, Director - 942-6389 - E-mail: <a href="mailto:rkenerson@emdc.org">rkenerson@emdc.org</a>
<b>KACTS:</b>	Tom Reinauer, Director - 324-2952 - E-mail: <a href="mailto:treinauer@smrpc.org">treinauer@smrpc.org</a>
<b>PACTS :</b>	John Duncan , Director - 774-9891 - E-mail: <a href="mailto:jduncan@gpcog.org">jduncan@gpcog.org</a>